

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: TV Production Assistant

Class Code: 30360

A. Purpose:

Operates a remote or studio camera, following the instructions of the director, to obtain necessary footage for a television production.

B. Distinguishing Feature:

The TV Production Assistant follows the direct instructions of a director in the operation of cameras and may assist in setting up lights and audio equipment.

The Videographer/Editor performs support functions for producers and directors during the taping and editing process.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Operates studio or remote cameras during television production to obtain quality footage.
 - a. Locates shots requested by the director.
 - b. Changes camera positions.
 - c. Breaks down and stores cameras and coils cables.
 - d. Performs general maintenance and upkeep on studio equipment.
2. Performs a variety of lighting, audio, and set assistance on television productions to ensure effective completion of the project.
 - a. Hangs, focuses and adjusts lighting per director's instructions.
 - b. Assists in audio set-up and audio production.
 - c. Builds and assembles studio sets.
 - i. Modifies existing set pieces under direction of set designer.
 - ii. Sets up props.
 - d. Logs tapes after a production by listing where a shot can be located on the tape.
 - e. Assists producers with research on a project by placing needed phone calls or doing library research.
3. Performs other work as assigned.

D. Reporting Relationships:

Does not supervise.

E. Challenges and Problems:

Challenged to interpret the directions given by the director and anticipate shots and camera placement for the director during shooting. Further challenged to work with expensive and delicate equipment.

F. Decision-making Authority:

Decisions made include alerting the supervisor to equipment failures and supply levels.

Decisions referred include camera placement, how to hang and adjust lights, which set pieces to use, and the shots to be obtained.

G. Contact with Others:

Daily contact with producers and directors to discuss assignments and how the production is to be carried out.

H. Working Conditions:

Typically works in a television studio and a variety of indoor and outdoor remote sites. Incumbent must crawl to lay cable, move heavy equipment cases, and climb ladders and scaffolds to hang lights.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- operating functions of studio and remote cameras,
- camera capabilities,
- operation of audio equipment and control room equipment,
- proper usage and storage of television production equipment,
- tape editing.

Ability to:

- follow directions,
- establish and maintain effective working relationships with a wide variety of personnel